



State of New Jersey

DEPARTMENT OF EDUCATION

NOTICE OF VACANCY

The COMMISSIONER OF EDUCATION invites applications from
qualified candidates for the following:

ISSUE DATE: April 6, 2016

RESUMES MUST BE RECEIVED OR

POSTMARKED NO LATER THAN: April 20, 2016

Applications received after closing date may be considered if
position is not filled.

TITLE: Division Director

REFERENCE #: DOE-017-16

POSITION #: 051819

BARGAINING UNIT/RANGE: M 98

SALARY: Commensurate with education and experience

LOCATION: Trenton, NJ

HOURS OF WORK: 8:15 a.m. – 4:15 p.m.

DIVISION: Division of Executive Services, Office of Administration and Budget

DESCRIPTION

As Chief Financial Officer for the Department, reporting to the Chief of Staff/Assistant Commissioner of Executive Services, this position provides oversight of the Department's budgeting, accounting, procurement and grant administration functions. The position manages the planning, preparation, implementation and monitoring of the Department's budget, including its spending plan and related fiscal analysis with senior staff and Treasury's Office of Management and Budget.

REQUIREMENTS

Education: Graduation from an accredited college or university with a Bachelor's degree in Economics, Finance, Business Administration, Accounting, Public Administration or a related field.

Experience: Seven (7) years of experience in work involving fiscal management. The experience should include work in public finance, auditing, budgeting, grant administration or accounting. Three (3) years of the required experience shall have been in a supervisory capacity.

OPEN TO THE FOLLOWING

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment. Applicants must meet the requirements listed above.

FORWARD RESUMES TO:

Personnel Director
New Jersey State Department of Education
Reference #: DOE-017-16
PO Box 500
Trenton, NJ 08625-0500
Resumes may be e-mailed to: resume3@doe.state.nj.us

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.